

APPLICATION FOR WITHDRAWAL WITHOUT FINANCIAL PENALTY

Domestic students only, for:

Re-credit Student Learning Entitlement or FEE-HELP Balance,
Remit or Refund HECS or FEE-HELP Debt or Refund of Upfront Tuition Fees
Before you fill in this form, read the related information available at
<https://www.jcu.edu.au/students/fees-and-financial-support>

Office Use

TRIM ref no: _____
Advice Sent: ___/___/___
Sent by: _____

1. PERSONAL DETAILS

JCU Student Number (8 digits):

Title: Dr Mr Mrs Ms Miss Other: _____

Family Name:

Given name/s:

Date of birth (dd/mm/yyyy): ___/___/_____

Postal address:

Suburb:

State:

Postcode:

Email address:

(All correspondence in relation to this application will be sent here)

Daytime phone number:

2. SPECIAL CIRCUMSTANCES

You must attach:

- A brief **student statement** providing information on your special circumstances, specifically how your circumstances:
 - were beyond your control; and
 - did not make their full impact until on or after the census date; and
 - made it impracticable for you to complete the requirements for the subject/s.
- An **independent supporting documentation** to substantiate your claim for special circumstances.

3. COURSE INFORMATION

Name of Course:

Course Code:

4. SUBJECT/S TO RE-CREDIT SLE AND/OR REMISSION OF DEBT

STUDENT TO COMPLETE			OFFICE USE ONLY					
Subject Code	Study Period	Year	Census date	Withdrawal date	Amount deferred	Amount paid upfront	HECS-HELP or FEE-HELP	Subject SLE

5. REFUND REQUEST (only complete this section if upfront payment made)

If you have paid upfront for your subject/s, please tick appropriate box:

- I want the credit balance to remain in my student account.
- I am applying for refund of credit balance and have provided my bank account details below.

Please note that refunds cannot be processed into credit card accounts.

Account Name:

Bank Name:

Bank Code (BSB):

Account Number:

Estimated Amount of Refund Due \$ _____ - _____

6. WITHDRAWAL WITHOUT ACADEMIC PENALTY

- By ticking this box the student is acknowledging they are also requesting a withdrawal without academic penalty from the subjects listed in Section 4.

7. STUDENT DECLARATION

I declare that the information I have supplied on and with this form is, to the best of my knowledge, true and correct.

Privacy

I understand that personal information collected on or with this form:

- will be used for the purpose of assisting JCU's Remission and Refund Officer to make an informed decision on my request;
- will not be passed on to any external bodies, other than those named below, without my authorisation unless a valid legal request has been made.

External bodies that will be provided with necessary details of my personal information include:

- for processing a successful application, the Department of Education and Training for re-crediting my SLE or FEE-HELP balance, and the Australian Taxation Office (ATO) for remitting my HELP debt;
- for reviewing an unsuccessful application on appeal, the Department of Education and Training and the Administrative Appeals Tribunal (AAT).

Student Services and Amenities Fee (SSA Fee):

- I understand the University's Student Services and Amenities Fee Policy and Higher Education Support Act 2003 (HESA) and associated guidelines state that any upfront payment or SA-HELP debt for the Student Services and Amenities Fee (SSA Fee) for subjects approved under this application will not be refunded after the applicable census date.

Signature _____ Date ____/____/____

8. RETURN DETAILS

Return this completed form with required supporting documentation, to the Student Finance Office.

Email to:

Student.financeofficer@jcu.edu.au

In Person:

Student Enquiry
Centre
Education Central,

In Person:

Student Enquiry Centre
Ground Floor, Building A1
Cairns Campus